MULTIMEDIA UNIVERSITY

STUDENT ID NO

MULTIMEDIA UNIVERSITY

FINAL EXAMINATION

TRIMESTER 1, 2019/2020

DAC 5024 – COMPUTERISED ACCOUNTING INFORMATION SYSTEM

(All sections / Groups)

25 OCTOBER 2019
3.00 p.m - 5.00 p.m
(2 Hours)

INSTRUCTIONS TO STUDENT

1. This Question paper consists of 11 pages with 2 sections only.

2. Attempt **ALL** questions in Section A and Section B. The distribution of the marks for each section is given.

3. Please write all your answers for Section A on the OMR form provided and all answers for Section B in the Answer Booklet provided.

SECTION A: Multiple Choice Questions (30 Marks)

1. Carmen works as the front desk receptionist in a branch of a five-star restaurant located at Mount Kiara, Kuala Lumpur. Every day, she browses through the restaurant website and receives calls regarding reservations, cancellations and prepare arrangement for special occasions and private parties. After that, she immediately updates these requests into the restaurant's intranet system that links to the head office located at Petaling Jaya and send the daily report to the manager branch. Carmen also accesses into the system to check for vacancies available for walk in customers and to ensure that the tables are ready for serving. As such, the information received from the center's intranet system should be _____ and _____.

   A. reliable; relevant
   B. complete; understandable
   C. timely; accessible
   D. verifiable; reliable

2. As a manufacturing supervisor, Mustafar is responsible to ensure that the production runs smoothly everyday and all transactions relate to the production are recorded, approved and properly documented for recording purposes. Below are the information flow from Mustafar **EXCEPT FOR** the _____.

   A. request to replace the operator that recently resigned
   B. report on the low production due to power failure in the factory
   C. purchase requisition to replace the old machines used for production
   D. request for back order due to large order from one of the main customer

3. Below are **TRUE** describing the implementation of a proper accounting information system **EXCEPT** it _____.

   A. transforms meaningless data into information for decision making
   B. restricts knowledge sharing in the organisation due to control procedures
   C. can be applied manually, computerised and combination of both
   D. reduces information costs and resulting effective decisions

4. Which of the following external parties are involved with financing cycle?

   I Government.
   II Investors.
   III Banks.
   IV Loan creditors.

   A. I II & III only.
   B. II, III & IV only.
   C. I, III & IV only.
   D. I, II, III & IV.

Continued...

5. The Employee Provident Fund (EPF) statements printed from the kiosk located in selected banks is an example of _____ that provide _____ information to employees for tax filing purposes.

   A. turnaround document; mandatory
   B. paper source document; essential
   C. source data automation; mandatory
   D. pre-numbered document; discretionary

6. Tina, the admin clerk was assigned to organise the list of students registering for the incoming intake for a famous preschool institute located at Penang. The institute offers ten categories of programmes ranging from arts, music instruments, ballet to learning subjects specialised for young learners. Due to the different combinations of programmes registered by each parent for their children, which of the following coding techniques is suitable to apply for the registering student based on the categories of programmes selected?

   A. Block code.
   B. Group code.
   C. Sequence code.
   D. None of the above.

7. Kasim works as the sales clerk for Plastic Wholesales Berhad, a company that sells and distributes variety types of plastic containers to their main customer, the food stores, located at Klang area. Due to the high demands for plastic containers, the director of the company decides to invest and implement a new system that directly links the company to their main customer. The new system is a part of supporting activities of Plastic Wholesales Berhad that is categorised as _____.

   A. firm infrastructure
   B. human resource
   C. technology
   D. purchasing

8. Ms.Yeo, the sales clerk was assigned by the sales supervisor to print and prepare a few hardcopies of sales order form after checking the inventories availability using the Autocount Accounting software. These copies were distributed to the departments below **EXCEPT FOR** _____ department.

   A. manufacturing
   B. accounting
   C. warehouse
   D. shipping

Continued...

9. Information about the _____ flows from the revenue cycle to the _____.

   A. back order; finance cycle
   B. purchase order; production cycle
   C. sales order; human resource cycle
   D. sales commission; human resource cycle

10. The correct sequence in handling credit purchases through Enterprise Resource Planning (ERP) system is to _____.

   I ensure the amount of stock received were updated in the ERP system
   II update the ERP system on stock ordered and send the purchase order to supplier
   III access to the warehouse through ERP system for stock availability and check for back orders
   IV received the purchase invoice and get verification on the amount outstanding from the supplier
   V issue cheque payment on approved supplier invoice

   A. I, II, III, IV & V.
   B. II, IV, III, V & I.
   C. III, II, I, IV & V.
   D. IV, V, II, I & III.

11. Rajesh is a sales manager and his daily task is to ensure that all staff in the sales department are working efficiently. Thus, he has suggested a few ways to improve the sales order entry process. Which of the following suggestion is **IRRELEVANT**?

   A. All sales executives are given a tab or laptop installed with a link to the company's intranet sales and warehouse system.
   B. Rajesh suggests that all staff in the sales department to be linked in a secured group chat to inform any changes in the price and discounts.
   C. Customers that order through the company website are routed directly to the warehouse to speed up the picking and shipping process.
   D. All the above suggestions are relevant.

12. Salem the sales clerk of Hansom Clothing Retailer, is browsing for garments available in the warehouse to fulfill his customer's order through the company's intranet. Salem receives the following information from the warehouse **EXCEPT** _____.

   A. there are 5,000 units of garments available to fill the order
   B. around 12,000 units of garments are committed to previous orders
   C. 4,500 units of designs A are out of stock and back order are initiated
   D. around 500 units of garments are returned to supplier due to wrong error on goods shipped.

Continued...

13. The followings are **NOT TRUE** about the purpose of approving the supplier invoices **EXCEPT** _____.

    A. the cashier is responsible of approving the supplier invoice
    B. supplier invoice must match with the receiving report before approval
    C. the purchaser has the obligation to pay once the purchase order is send to the supplier
    D. is to ensure that payment is authorised only for goods that were actually ordered and received

14. En. Haris is a freelance and he provides sewing services to Top Curtain Berhad. As part of their agreement, Top Curtain Berhad will provide the fabrics and curtain rods while En. Haris will sew the curtains based on the orders from Top Curtain Berhad's customers. Which of the following types of supplies are **SUITABLE** for En.Haris to order based on Economic Order Quantity (EOQ) approach?

    I Threads
    II Curtain tape
    III Curtain hooks
    IV Needles for sewing machines

    A. I & II only.
    B. I & IV only.
    C. II & III only.
    D. II & IV only.

15. Based on the description below, which of the following supplier has the highest possibility to be selected as the company's approved vendor for raw materials?

    A. Supplier A that charges high price and high quality materials but is often late in delivery.
    B. Supplier B that charges moderate price with good quality materials and performs fast delivery.
    C. Supplier C that charges the cheapest price with 10% defect materials and performs fast delivery.
    D. Supplier D that charges moderate and good quality materials but is often late in their deliver as they ship materials from overseas.

16. _____ is the written document used to transfer parts and materials throughout the factory and show the flow of each batch of production.

    A. Purchase requisition
    B. Material requisition
    C. Production order
    D. Move ticket

Continued...

17. Which of the following is **NOT TRUE** regarding the weakness in applying manufacturing resource planning (MRP-II) in production planning?

    A. It increases the inventory cost and may results in inefficiency.
    B. It is applicable to company that applies materials requirement planning (MRP) in their inventory control.
    C. It is highly dependent on the accuracy of the sales forecasting method used.
    D. It is not suitable for products with unpredictable demands and short life cycle products.

18. Siva works as an account executive under the billing unit. Before billing to customers, he gathers information from _____ department on items descriptions and quantities shipped to customer and sales department regarding _____.

    A. shipping; the customer's comments on the sales service
    B. shipping; the selling price and credit terms agreed with customer
    C. warehouse; the quantities available to fill in the sales order
    D. warehouse; the status of the back order initiated to fill in the next sales order

19. Azmi works as an accountant at SME Software Berhad, a software programming company located in Langkawi. Besides preparing and finalising the full set of accounts for the company, he is also required to prepare budgets and pricing for special projects and softwares. Due to the company's objective in minimising the cost, Azmi is currently sent to attend meetings regarding software designs and programming. Which of the followings are the reasons on why Azmi needs to get involved with the software design and programming process?

    I Azmi can share financial information with the software design team.
    II Azmi can provide consultations to the software design and programming team by providing ways to minimise cost.
    III Azmi may provide suggestions on ways to improve the data collection and measurement process that costing of the project.
    IV Azmi knows the financial flow of the company well and thus he will be able to assist the team to increase the cost allocation for the projects.

    A. I & II only.
    B. II & III only.
    C. III & IV only.
    D. I, II & III only.

20. Payroll application is processed in _____ mode as paycheques are issued _____.

    A. term; frequently
    B. term; occasionally
    C. batch; timely
    D. batch; periodically

Continued...

21. Cost incurred from _____ can be capitalised as part of fixed costs of factory machines purchased.

    A. expertise fees on the installing and running the factory machines
    B. training staff to operate and run the machine during production
    C. interest charge by bank on the factory machine purchased through loan
    D. controls and safeguard costs

22. One of the advantages of material requirement planning (MRP) and just in time (JIT) approach is it can overcome the issues of too many or too little quantities of finished goods inventories in the warehouse. This means that the company can _____.

    A. reduces the raw material ordered for production
    B. increases the quantity of work in progress available in the warehouse
    C. fulfils the unanticipated demands in the market by accelerate the production
    D. control the quantities of finished goods to be distribute to their dealers based on finished goods availability

23. _____ is an alternative apply to improve sales order for customise products.

    A. Choiceboards
    B. Simulations
    C. Sales history
    D. Email and instant messaging

24. Mana, the human resource personnel is conducting a/an _____ on several uncredited cheques issued to some factory workers for the past six months.

    A. edit checks
    B. validity checks
    C. reasonableness tests
    D. completeness tests

25. In the payroll system, the human resource department prepares and submits the _____ to the _____.

    A. paycheque; government
    B. payroll cheques; company's bank
    C. Employees Provident Fund (EPF); bank
    D. monthly salaries and allowances reports; various department

26. Which of the following salary deductions is **NOT** voluntarily basis for an employee?

    A. Monthly tax deduction (PCB).
    B. Employee Provident Fund (EPF).
    C. Payroll tax withholdings for expatriates.
    D. Personal insurance deductions request by employee.

Continued...

27. The _____ should provide information relating to the _____ to human resource department.

A. employees; actual working hours
B. shipping department; goods received
C. Inland Revenue Board; current personal tax relief
D. production department; raw material used in current batch production

28. The objective(s) of cost accounting _____.

A. is to calculate the value of costs of goods sold and inventories
B. is to compute accurate product costs for pricing and product mix decisions
C. is to provide information for planning, controlling and evaluating the performance of production operations
D. are including all the above

29. Saiful is one of the staff in the human resource department who is responsible of preparing the payroll. The first thing that Saiful should do in preparing the payroll is _____.

A. to compute the net salary for each employee
B. to prepare the Employee Provident Fund and SOCSO statements
C. to read the payroll register and obtain the pay rate before computing the gross salary of each employee
D. to get the actual and verified working hours for each employee from different departments

30. Fine Furniture Berhad is a Malaysian company that produces and sells wooden furniture using selected type of timber and pine woods and export all the furnitures to countries in South East Asia. Its main supplier, Best Timber Pte. Ltd. is a Singapore company that supplies the imported woods from China, Thailand and Indonesia and it normally takes weeks to import to Malaysia. In order to maintain the supplies of woods needed for production, the company applies the vendor-managed inventory (VMI) programme with Best Timber Pte Ltd since three years ago. Based on the above, the following are **TRUE** about the implementation and advantages of the VMI programme **EXCEPT**_____.

A. the inventory control and purchasing are managed by Best Timber Pte. Ltd.
B. is one of the technologies that improve the efficiency and effectiveness in processing purchase order
C. there will be sufficient timbers and pine woods available and the shipment tenure will be reduced
D. Fine Furniture Berhad is given a priority to select other suppliers available that offers at the lowest price

(Total: 30 marks)

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SECTION B: Structured Questions (70 Marks)

QUESTION 1

(a) Supreme Sports Berhad is a wholesaler that sells famous brands of sports attires and equipment to all sport centers, shops and schools located at Shah Alam, Selangor. The company bought its merchandise goods mainly from the oversea licensed suppliers. Sam, the purchasing manager of Supreme Sports Berhad is responsible in managing the purchase the merchandise goods and ensuring the goods on hand are sufficient to fulfill the needs of the customer's demands. Besides that, Sam also needs to prepare an evaluation report regarding the supplier's performance every year.

Required

(i) State **THREE (3)** important data that should be updated periodically in preparing the supplier's performance evaluation report to reduce extra cost. (3 marks)

(ii) Due to the weakening in Malaysian currency, Sam was assigned by the top management to find the best alternative to reduce the purchasing costs due to the loss in currency exchange while preserving the original brand of sports attires and equipment purchased.

If you were Sam, explain with reason, **ONE (1)** suitable method use to overcome the issues arise when ordering the merchandise goods. (2 marks)

(b) Mr. Rakesh works as a treasurer in the accounts division. He is responsible in managing and authorising all the payments to suppliers and selects the best method that suits to make the payments. Madam Lee is a cashier that works under Mr. Rakesh, and Ms. Deepa works as an account clerk under supervision of Mr. Kadir, the accounts payable supervisor.

Required

(i) Briefly explain the **TWO (2)** information required by Ms. Deepa from **TWO (2)** separate departments before approving the supplier invoice. (4 marks)

(ii) State the **THREE (3)** documents that formed the voucher package to be attached by Madam Lee to the cash payment voucher before she hands it to Mr. Rakesh for approval. (3 marks)

(iii) Name any **THREE (3)** methods used to make efficient payments to suppliers besides using Electronic Data Interchange (EDI). (3 marks)

(Total: 15 marks)

Continued...

QUESTION 2

Part A

Richo Printing Malaysia Berhad is a company that provides maintenance services and leasing of photostat machines to small and medium size companies in Malaysia. Due to its business expansion, Richo Printing Malaysia Berhad has created its own company website where the customer can make appointments whenever their photostat machine breakdown. The company trains all their sales officers to be able to market and repair the machines so that they will be able to provide the maintenance services at the same time. Once the maintenance service is completed, the sales officer will inform the main branch through his tab by updating the job status and proceeding to the next destination. The clerk in the accounts department at the main branch will then proceed to prepare the bills for the clients.

Required

(a) Provide **TWO (2)** important notification stated in each sales invoice billed to client. (2 marks)

(b) List the **TWO (2)** basic methods used in notifying the clients about their bills and provide **TWO (2)** advantages of applying each method. (6 marks)

(c) Based on your answer in (b), which of the two methods is more applicable to Richo Printing Malaysia Berhad in notifying their clients about their bills and explain why. (2 marks)

Part B

Sanjay works as the shipping clerk and is responsible of preparing packing slips and arranging shipping schedules for C-Plastic Trading Berhad, a company selling plastic products. When a sales order is approved, the warehouse staff will carry all the plastic goods ordered out of the warehouse and handover the goods to Sanjay for shipment.

Required

(a) Based on the above description, identify the **TWO (2)** activities that occur in the shipping process. (2 marks)

(b) Explain the **THREE (3)** working procedures that Sanjay should follow when he receives the ordered goods from the warehouse. (3 marks)

(c) After the checking is completed, Sanjay will proceed to prepare the packing slip. In order to commence the shipment, there are two documents that needs to be attached to the packing slip. What are these **TWO (2)** documents? (2 marks)

(d) Provide any **THREE (3)** technologies that can be used to speed up the movement of the inventories from the warehouse to the shipping bay. (3 marks)

(Total: 20 marks)

Continued...

QUESTION 3

Part A

> "**Valuable information** is important in ensuring **goal congruence** among all units and departments in an organisation."

Required

(i) Based on the statement above, provide **ONE (1)** example in explaining goal congruence. (2 marks)

(ii) Define the meaning of valuable information. (1 mark)

(iii) List any **THREE (3)** advantages of valuable information. (3 marks)

Part B

(a) Name the types of information required based on three different situations stated below:

	Situations	**Type of information**
i	Kelly, the accounts manager of Brilliant Management Berhad is dealing with an Inland Revenue Board officer on matters related to the company tax for current year 2018.	
ii	Ray, the production manager is reviewing past six-months customer survey report prepared by the clerk in marketing department.	
iii	Anusha is dealing with a subcontractor regarding a quotation on extending the office storeroom.	

(3 marks)

(b) Mr. Lee and his sister, Lisa manage a servicing company, Fresh and Clean Berhad that provides cleaning services for homes and offices located at Kluang, Johor. Sometimes they assign their workers to travel to all parts of Johor and Singapore to clean their customer's premises.

Required

State and briefly explain any **THREE (3)** primary activities conducted in Fresh and Clean Berhad. (6 marks)

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Part C

SQL Accounting software is one of the commonly used accounting software in Malaysia. Similar with other accounting software such as UBS Accounting software, it involves data processing cycle that transforms data into useful information. One of the four steps in data processing cycle is known as data processing.

Required

(a) Name any **THREE (3)** types of data processing process. (3 marks)

(b) Provide any **TWO (2)** types of information output produced from the data processing cycle. (2 marks)

(Total: 20 marks)

QUESTION 4

(a) Complete the table below by stating **TWO (2)** methods that can be used to track the usage and data for direct material.

Type of direct cost	**TWO (2)** methods used to track the data and usage
Direct material	i. _____ ii. _____

(2 marks)

(b) Best Shampoo and Conditioner Manufacturing Company is a manufacturing company that produces general types of shampoo and hair conditioner. Great Creative Hair Cream Corp. is a company that produces various types of special hair treatment creams that are formulated using various types of ingredients that suits specific hair conditions for those who require treatment consultations from their hair specialist. Although both businesses produce hair care products, they apply different types of cost accounting systems in computing their production costs. Generally, there are two types of cost accounting systems.

Required

(i) Identify and briefly explain the types of cost accounting system that applies to each company. (6 marks)

(ii) Name **TWO (2)** types of technologies that Great Creative Hair Cream Corp. can use to ensure the efficiency in handling the ingredients. (2 marks)

(c) Name **FOUR (4)** types of technologies used to collect and validate the time and attendance data with lesser human supervisions. (4 marks)

(d) Provide any **ONE (1)** reason why some companies choose to outsource its payroll activities. (1 mark)

(Total: 15 marks)

End of Paper.